



City Hall Safety Committee Meeting

July 19, 2013

MINUTES

Meeting called to order at 9:05 AM by T. Drew

Present: Todd Drew, Adam Alix, Vicki Lenz, Sue Seffker, Kate Clausing, Sue Nett

Excused: Kristi Heim, Pamela Captain,

A. Motion to approve minutes from June 7, 2013 made by S. Seffker seconded by V. Lenz - Motion carried.

B. Old Business

1. **Summer Help Safety Training** – Drew reported that most summer help had not completed safety training prior to beginning. Supervisors have been informed to have all summer help complete the appropriate training.
2. **Ergonomics Assessments** – Drew reported that Ben Rank CVMIC conducted ergonomics assessments of work stations based on request. Recommendations will be given to each department upon receipt of report.
3. **Baseball bat inspections concerns** – Issue was taken to the Mayor who determined that no change in procedure was necessary, however appointments and or set days should be followed as much as possible. Parks should then notify City Hall employees. It was suggested that Brian Tungate be invited to the next meeting to discuss this issue further.
4. **Department Safety Assessments** – to date Aaron Zemlock has completed the Library Safety Assessments. Remaining departments will be done. A. Zemlock will be conducting an in-service to library employees on September 20, 2013 @ 11:00AM.
5. **Library Fire Alarm Obstruction** – Agenda in error the obstruction was at City Hall on first floor. Obstruction has been corrected.

C. New Business

1. **Monthly Safety Topic** – Safety topic – regarding wear seat belts while driving was distributed and discussed.
2. **Injury Review** – no injuries
3. **Additional items for discussion** – no additional items discussed

D. Training

1. **Fire Extinguisher Training** – Drew will schedule with M. Sipin NMFD for September (Thursday if possible). 2 sessions 10 am and 1 pm

2. **Security / Safety Training** – training will be scheduled following the completion of all safety assessments by A. Zemlock MPD.
3. **New training items for discussion** – No new items discussed.

E. Motion to adjourn at 9:45AM by A. Alix seconded by K. Clausing - Meeting adjourned.